



P & P NO.
7-3

EFFECTIVE DATE
March 11, 2015

SUPERSEDES NO.
25-7350

October 2008
Traffic Manual

PREPARED BY
Business Development Manager

SUBJECT
Deadhead Pass

APPROVED BY
General Manager 

I. PURPOSE

To establish when and how deadhead passes for vessel employees may be authorized, issued, and used.

II. POLICY

It is the Alaska Marine Highway System's policy that a deadhead pass, for travel to or from an employee's change port for work purposes, will be made available as authorized per current labor contracts for free space available travel.

III. ORGANIZATIONS AFFECTED

JRCC, All Terminals, All Vessels

IV. REFERENCES

P&P 4-1 Ticket Sales & Authorization
Reservation Management System Procedure Manual

V. FORMS

[7-3A Deadhead Pass Authorization](#)

VI. DEFINITIONS

Confirmed Space: Confirmed space is a term used to describe a normal booked reservation on the Marine Highway which guarantees that space (passenger or cabin) will be available.

Pass: A document that allows the bearer to travel at a reduced rate. Various types exist.

RMS: Reservation Management System.

Space Available: The Pass Holder does not have a guaranteed space reservation and will be accommodated only if there is space available after all confirmed space passengers have been loaded.

RESPONSIBILITIES

A. General Manager (or designee):

1. Authorizes issuance of Deadhead Pass.

B. Vessel Employee:

1. Reads and understands policies and procedures relating to the use of Deadhead Pass tickets.

SUBJECT Deadhead Pass	P & P NO. 7-3	PAGE 2 of 3
<div> <div> <div>2.</div> <div>Signs either Form 7-3A Deadhead Pass Authorization or the electronic form prior to the issuance of a ticket.</div> </div> <div> <div>3.</div> <div>Complies with Deadhead Pass policies and procedures while traveling on a pass.</div> </div> <div> <div>4.</div> <div>Returns unused Deadhead Pass tickets.</div> </div> </div> <div> <div>C.</div> <div>Ticket Agent:</div> <div> <div>1.</div> <div>Checks and verifies that the employee requesting a Deadhead Pass has an appropriate 7-3A Deadhead Pass Authorization or contacts the Ketchikan Central Office Dispatch Desk, during office hours, or the Chief Purser, after office hours, for authorization.</div> <div>2.</div> <div>Issues ticket to traveler upon verification of eligibility.</div> <div>3.</div> <div>Returns in RMS any unused Deadhead Pass tickets.</div> </div> </div> <div> <div>D.</div> <div>Ketchikan Central Office/Dispatch:</div> <div> <div>1.</div> <div>Approves and processes Deadhead Pass requests, during office hours.</div> <div>2.</div> <div>Send email or fax messages to authorize the issuance of a passage ticket to an employee traveling to or from work status.</div> </div> </div> <div> <div>E.</div> <div>Chief Purser:</div> <div> <div>1.</div> <div>Approves and processes Deadhead Pass requests, after office hours.</div> </div> </div>		
<div> <div>VII.</div> <div>PROCEDURE</div> <div> <div>A.</div> <div>General Guidelines:</div> <div> <div>1.</div> <div>The Deadhead Pass is available to vessel employees utilizing Alaska Marine Highway vessels to travel to or from their change ports for work purposes as authorized by current contract language.</div> <div>2.</div> <div>The Deadhead Pass only allows free space available passenger travel for the employee. Pass transportation on a space available basis does not allow for advanced reservations. Travel may be interrupted and a pass traveler forced to disembark short of their destination to accommodate fare paying passengers or passengers holding a higher ranking pass. When faced with such a situation, a pass traveler cannot then decide to discontinue the pass voyage and pay the fare.</div> <div>3.</div> <div>Employees traveling on deadhead status may be provided meals in the crew mess at no charge.</div> <div>4.</div> <div>Employees traveling on deadhead status will be provided a berth at no charge on a space available basis.</div> <div>5.</div> <div>“Deadhead” status does not extend to employees who have been on leave or time off and are returning to their port of residence.</div> </div> </div> </div>		

SUBJECT	P & P NO.	PAGE
Deadhead Pass	7-3	3 of 3

6. Violation of these procedures will be deemed sufficient justification for revocation of pass privileges and possible employee disciplinary action.

B. Ticketing Deadhead Pass Travel:

1. Alaska Marine Highway Form 7-3A Deadhead Pass Authorization may be presented at any ticket office or an email or fax message may be sent from Ketchikan Central Office/Dispatch to authorize the issuance of a passage ticket to an employee traveling to or from work status. NOTE: In addition to the above, a copy of a Letter of Introduction from the Port Captain for a Pilot Observer or other trainee will be considered a dispatch notice.
2. If the employee does not have a Form 7-3A Deadhead Pass Authorization, contact the Ketchikan Central Dispatch Desk for authorization during working hours. After office hours, if the employee does not have a dispatch notice, determination of eligibility will be made by the Chief Purser of the vessel. When this situation occurs, the ticket agent will send a message to Dispatch, informing them of the individual's name and routing of the ticket issued. The authorizing office may respond with approval in the form of the Deadhead Authorization.
3. If the ticket agent is unable to verify eligibility for the passenger a ticket shall not be issued.
4. Once eligibility has been verified by one of the means listed, the dispatched employee must sign either the notice or the electronic form prior to the issuance of a ticket. The ticket agent will issue a passage ticket using the form of payment "DP" and the travel date in month/day/year format.
5. A ticket issued against a Deadhead Pass will not be refunded.
6. All tickets must be accounted for and unused tickets must be turned in to an AMHS ticket office to be returned in RMS to the itinerary. This closes all transactions of the itinerary and provides accountability for audits.
7. Unused tickets shall be returned to the itinerary and the balance adjusted off.
8. Failure to return unused pass tickets may result in suspension of future pass privileges and/or disciplinary action.

VIII. ANNUAL REVIEW DATE / LEAD REVIEW

This P&P will be distributed to the Business Development Manager for review on April 1, 2016.